

Managing Your Conference



**** Always reserve conference resources via the ICN web interface at www.illinois.net**

WEB BASED CONFERENCE CONTROL

The viaIP Conference Control web interface for monitoring and controlling conferences allows you to:

- ◆ View information about the conference connection, participants and details about which participants are displayed on the screen.
- ◆ Invite new participants into the conference.

The Conference Manager and authorized users with the appropriate username and conference pass word may also Take Control of the conference and perform the following:

- ◆ Lock the conference video image on a specified participant so that all other participants see only the locked image.
- ◆ Control the quadrant of the screen in which a locked video image is displayed, in conferences that support Continuous Presence.
- ◆ Block video and Mute audio of individual participants
- ◆ Disconnect participants from the conference.

REQUIREMENTS FOR THE CONFERENCE CONTROL INTERFACE

To use the viaIP Conference Control interface of the viaIP mcu the following is required:

- ◆ A Java enabled internet browser such as Netscape Navigator version 4 or later or Microsoft Internet Explorer version 4 or later.
- ◆ The URL of the (MCU.Illinois.net) viaIP mcu hosting the conference.
- ◆ The Conference ID number.

ACCESSING THE CONFERENCE CONTROL INTERFACE

Start the web interface in a web browser by entering the URL/IP address of the viaIP mcu you wish to monitor and typing the Conference ID supplied by the conference manager.

To start the viaIP Conference Control interface

1. Launch your browser.
2. Type the URL (MCU.Illinois.net) of the viaIP mcu unit you want to monitor/ control. The **Enter Conference ID** screen is displayed.
3. If the Conference is already in progress (endpoints have dialed into the conference) type the Conference ID number (and password if applicable). Click **OK**. The viaIP Conference Control screen displays in your browser.

If the conference is not yet in progress choose create conference, login with your user name and password and then enter your conference ID by choosing the appropriate prefix and your unique conference ID.

ABOUT THE CONFERENCE CONTROL INTERFACE

The viaIP Conference Control screen displays a table of conference participants, phone numbers and endpoint types. Following is a description of the features and options available in the viaIP Conference Control screen.

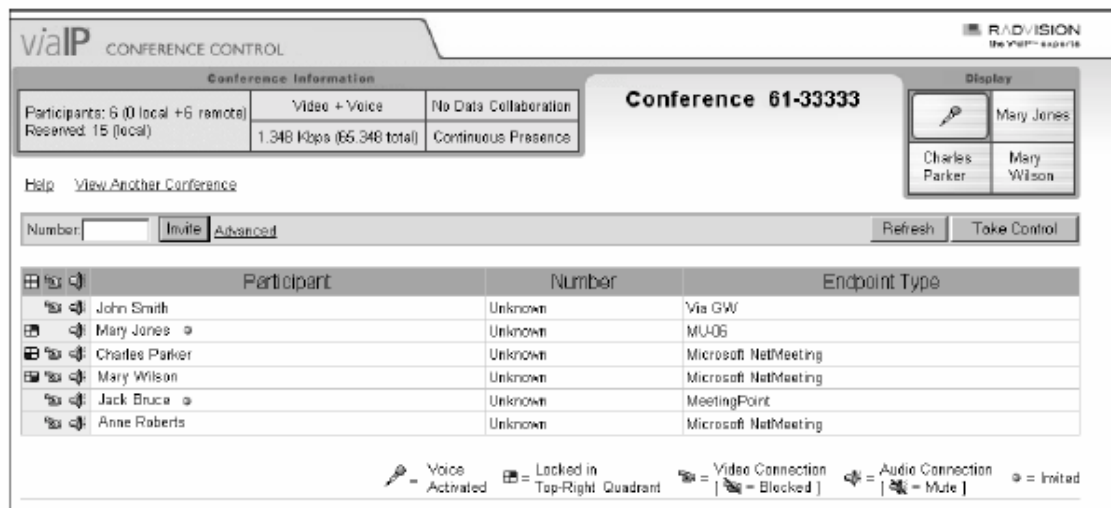


Figure 1 The Conference Control screen

VIEWING AND CONFIGURING

The following information is displayed in the Conference Control interface:

CONFERENCE INFORMATION DISPLAYS

Conference Information

Provides information on the maximum number of participants allowed and the number of participants connected, voice and video connection, bandwidth setting, data collaboration capability, whether the conference is cascaded and if the conference uses Continuous Presence.

Display

Indicates the name of the participant displayed in the video image. When Continuous Presence is used in a conference, the display area shows a four-way split screen with the names of the participant video images displayed in each quadrant. A microphone icon indicates that the video image or a specific area is reserved for voice-activated video switching.

HYPERLINKS

Help

Hyperlink to the viaIP mcu online help section.

CONTROL BAR

Number

Text box for typing the party number of a participant you want to invite into the conference. A party number can be a phone number, IP address or email address.

You can invite multiple participants by typing the number of each participant separated by the invite sign (**). You can also invite multiple participants simultaneously by selecting the **Advanced** hyperlink which opens the **Advanced Invites** dialog box. In a cascaded conference, you can specify to which MCU each invited participant is connected.

Invite

Invites the participant whose number you typed in the Party Number text box.

Advanced

Opens the **Advanced Invites** dialog box for inviting multiple participants simultaneously. You can invite multiple participants per invite in each entry field. Enter the number of each participant separated by the invite sign (**). In a cascaded conference, a drop down list next to entry field enables you to specify to which MCU the invited participants will be connected.

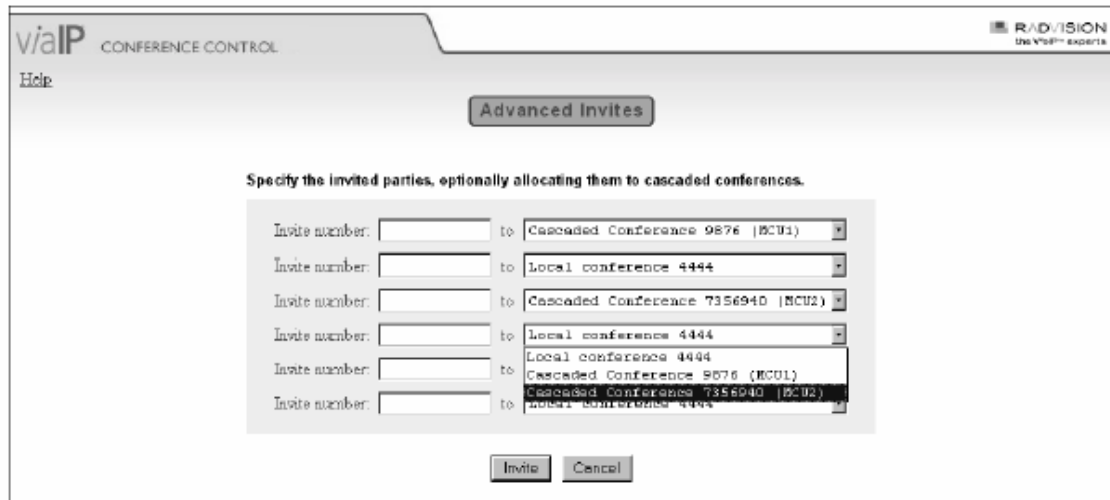


Figure 2 Advanced Invites: cascaded conference

Terminate Conference

Allows the conference manager to terminate the conference and all conference connections.

Note this feature is available only when you take control of a conference.

Refresh

Updates the screen to reflect changes that take place in the conference.

Take Control/ Release Control

Grants or releases control over a conference. Once control is granted, no one else can take control until control is released. The Take Control option can be password protected. Contact your network administrator for further details.

PARTICIPANT INFORMATION



Lock Status icon

Indicates whether or not the video image of a conference participant is locked on the screen. In the case of Continuous Presence, the displayed icon indicates the quadrant of the screen in which the participant's image is locked.



Video Connection icon

Indicates the status of the video connection of a conference participant. When the video connection is blocked, the icon is displayed with a diagonal red line. If the conference participant does not have a video connection, no icon is displayed.



Audio Connection icon

Indicates the status of the audio connection of conference participants. When the audio connection is muted, the icon is displayed with a diagonal red line.

Participant

Displays the participant H.323 alias as defined in the endpoint. In a cascaded conference, the **View** drop down list in the Control Bar enables you to choose to view participants either as a list (**Normal**) or in an expandable tree (**Hierarchy**) according to the viaIP mcu connection. When you invite a participant, the Last Name defined in the User Information of the terminal interface of the participant is displayed. The Invited icon appears next to the name of an invited participant. If the viaIP mcu cannot identify the name of a participant, “Unknown” is displayed.

Number

Displays the phone number of the participant. If the viaIP mcu cannot identify the phone number of a participant, “Unknown” is displayed. For participants dialing from the WAN through a gateway, the gateway phone number is displayed.

Endpoint Type

Displays the type of conferencing software the participant is using and, when applicable, also indicates support for Microsoft NetMeeting.

INVITING PARTICIPANTS INTO A CONFERENCE

The Invite function allows you to invite new participants into a conference. You can invite multiple participants simultaneously using the Invite function up to the number of participants defined by the service. You can also invite other viaIP mcu units into a conference to create a cascaded conference.

INVITING USING THE CONFERENCE CONTROL INTERFACE

The control bar **Number** text box allows you to enter the number of the participant you wish to invite.

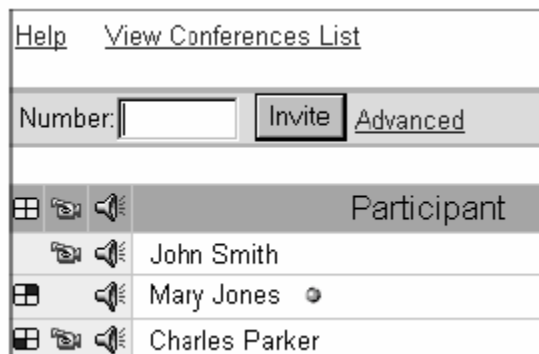


Figure 3 Inviting a new participant using the Conference Control interface

To invite a new participant from the viaIP Conference Control

1. In the **Number** text box, type the number of the party you want to invite. If the invited party is on the WAN, type the gateway prefix for outgoing calls followed by the ISDN number of invited party.

To invite multiple participants, enter the number of each participant you wish to invite into the conference separated by the invite sign (**) or click on the **Advanced** hyperlink to open the **Advanced Invites** dialog box.

2. Click **Invite** to complete the operation. The new invited party entry is added to the **Participants** column and the **Invited** icon appears beside the name of the participant.